

# USMC IRAADs Quick View Process

*Prepared by EDS Risk  
Management*

*Amanda Ness*



# IRAAD Submittal

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- ▶ Submit IRAADs using IRAAD Submittal Form
  - ▶ IRAAD Form: <http://www.nmciinfo.usmc.mil> > IRAAD Management > IRAAD Submission Template
- ▶ If the IRAAD is USMC assigning to USMC, then it goes to USMC **Enterprise Support Team (EST)** (Jake Martz and Donna Skinner) and not to the Site Manager.
- ▶ Updates to EXISTING Enterprise 2070 IRAADs should be sent to USMC EST
- ▶ Updates to EXISTING IRAADs, other than Enterprise, should go through the EDS PCs
  - ▶ PC Lists:
    - ▶ <http://www.nmciinfo.usmc.mil> > IRAAD Management > Briefs / Presentations

# IRAAD Submittal (Cont.)

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- ▶ The PC is responsible for entering ALL IRAADs and sending out details to the Assigned To person, EDS or USMC
- ▶ IRAADs to be entered into Project InVision (PIV) within 24 hours of submittal
- ▶ IRAADs will be input verbatim

# Overall Rating/Escalation

<p><b>IRAAD Levels</b></p> <p>A = Low Priority (not important)  B = Monitor (Not very important)  <b>C = Known Problem (Important)</b>  <b>D = Major Problem (Critically important)</b></p> <p><b>Note:</b> All IRAADs rated C/D and Level 0-3 will be reviewed by the Area and Region Managers</p> <p><b>IRAAD Rating Rules:</b></p> <ul style="list-style-type: none"> <li>Assumptions = A/B</li> <li>Risks = C/D</li> <li>Issues/Actions/Decisions = A/B/C/D</li> </ul> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Invoked Risks become Issues.</li> <li>Keywords are mandatory for Risks/Action Items/Issues.</li> <li>Govt. deliverable IRAADs must be assigned to a SIL or RIL or other Govt. Rep.</li> </ul>	<p><b>Program Level Escalations:</b></p> <p>0 - Executive ASN Young, Heller, Jordan  1 - Enterprise RADM Munns, Koehler, V. Madsen, Cox  2 - Steering CAPT Madsen, R. Glover, PMO Reps, EPO Committee Mgr, East/West Area Mgrs  3 - Division RIL, MCTOIC, Regional Mgrs, Functional Area Mgrs  4 - Program SIL, STOIC, CTR, EDS Command Managers, Site Managers  5 - Project (site) Site Teams</p> <p><b>Need UIC to be specified if multiple UICs on site. POC (RIL/SIL) identified.</b></p> <p><b>To Delete IRAADS:</b> Contact ISF EPMO Help Desk (IRAADs will be deleted within 24 hours)</p> <p><b>Comments Format:</b> Use this specified date format: → m/d/yy and follow with the Comment text. Comments are not needed for Assumptions or Decisions.</p> <p><b>**IRAADS must be updated by COB every Thursday**</b></p>
<p><b>IRAAD Definitions</b></p> <p><b>Issue:</b> A current event <b>without an immediate resolution.</b></p> <p><b>Risk:</b> A <b>potential</b> event that may occur and could impact the project.</p> <p><b>Action Item:</b> Action taken <b>will resolve</b> the problem.</p> <p><b>Assumption:</b> A statement of what <b>needs</b> to happen for the project plan to deliver.</p> <p><b>Decision:</b> Any business <b>decision</b> made regarding the project or program.</p>	
<p><b>IRAAD coding in PIV: (I R A A D) = <u>I</u>ssue, <u>R</u>isk, <u>A</u>ction Item, <u>A</u>ssumption, <u>D</u>ecision.</b></p> <p><b>Only fill in IRAAD Custom Screen drop downs for the letter of the acronym that applies to your IRAAD, i.e., Action Item would only require the drop downs listed as: ( _ A _ ) the first "A", as this stands for Action Item, Risks only need ( _ R _ _ ) drop downs, etc. for each type of IRAAD rating.</b></p>	
<p><b>IRAAD Site to PC Report:</b> In PIV, choose Tools/Reports/Projects/PC to Site.</p>	
<p><b>IRAAD Job Aids (including Point of Contact Guide and sample screen shots):</b> <a href="https://www.nmci4u.nmci-isf./pm_riskmgt.asp">https://www.nmci4u.nmci-isf./pm_riskmgt.asp</a></p>	

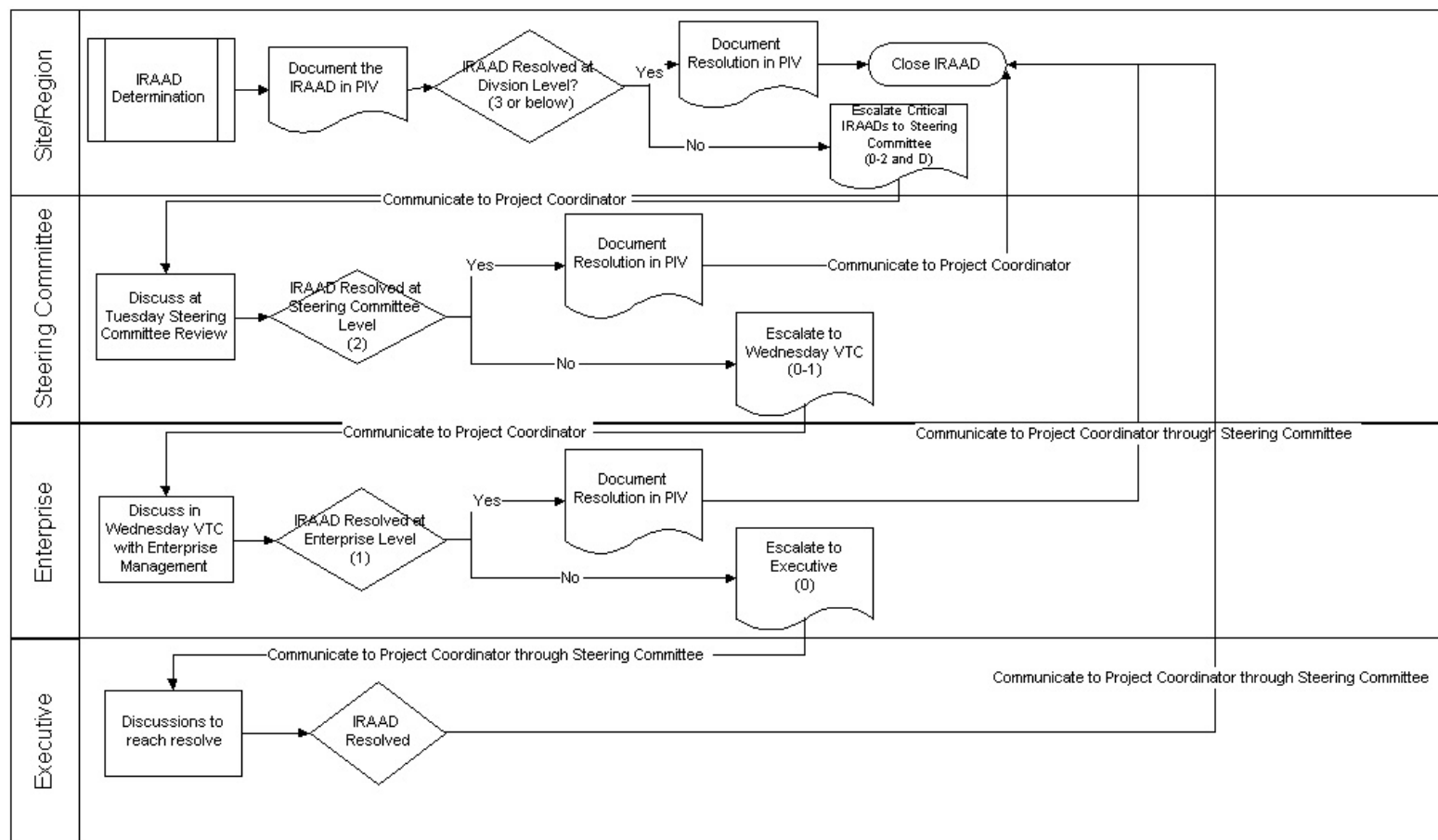
# IRAAD Data Input/Reporting

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- ▶ Navy/USMC PMO Personnel have restricted access to PIV (Licensing constraints prevent all users from having access)
  - ▶ View Only - cannot create/edit IRAADs
  - ▶ Filter Privileges - can create filters for reporting
  - ▶ Reports - have standard reports available for extracting data
- ▶ EWRS - Enterprise War Room Reporting Site
  - ▶ Web based access
  - ▶ All critical IRAADs for the Navy/USMC are displayed in Critical Stoplight Issue or Risk Report - (C/D Rating and 0-2 Level)
  - ▶ Drill down of all detail information is available for review
  - ▶ <https://nmciwarroom.idc-mcs.com/>

# Risk Management Governance

<b>Title:</b>		<b>Risk Management Governance</b>			<b>Author:</b>		Amanda Ness	
<b>Document ID Number:</b>					<b>Version No. and Date:</b>		DRAFT - 6-16-04	
<b>Symbol Key:</b>	Process Activity/ Procedure Task	Pre-Defined Process	Decision Point	Terminator	On-Page Reference	Incoming Off-Page Reference	Outgoing Off- Page Reference	Add Notes and Reference No. for Related Activities or Tasks to Shapes as Necessary.



# EDS Timelines

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- ▶ Thursday Evening: Weekly IRAAD report of all site IRAADs sent out by Region
- ▶ Mondays: EDS Region Mgrs hold IRAAD Reviews with Stakeholders
- ▶ Monday COB PDT: 0-2 and D IRAADs sent to USMC and Navy Steering Committee members
- ▶ Tuesday: USMC and Navy Steering Committee IRAAD review and escalation to VTC as required
- ▶ Tuesday COB PDT: 0-1 and D IRAADs sent to Steering Committees from PIV to include into VTC
- ▶ Wednesday: NMCI VTC

# ***EPMO Risk Management Team***

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**Project InVision** Help Desk: "ISF EPMO Help Desk" or (619) 817-4300